

Vacancy Announcement

Federal Retirement Thrift Investment Board

Executive Assistant (Office Automation), GS-303-8/9

Job Announcement Number: FRTIB-DE-07-013

Salary Range : Per Year

GS-8 \$41,686 - \$54,194

GS-9 \$46,041 - \$59,852

Series & Grade: GS-303-8/9

Open Period: July 16, 2007 – July 30, 2007

1 Vacancy

Position Information: Competitive Services: Career or Career Conditional

Full Performance Level: GS-9

Duty Location: Washington DC

Who May Be Considered:

Applications will be considered from all sources.

Job Summary:

The Federal Retirement Thrift Investment Board is an independent Federal Agency in the Executive Branch created by the Federal Employees' Retirement System Act of 1986 (FERSA), Pub. L. No. 99-335, 100 Stat. 514 (codified as amended largely at 5 U.S.C. § 8351 and §§ 8401-79) to administer the Thrift Savings Plan (TSP). The TSP is a daily-valued, participant-directed retirement savings and investment plan for Federal civilian employees and members of the uniformed services. It offers its participants the same type of saving and tax benefits that many private corporations offer their employees under 401(k) plans. Currently, the TSP is the largest defined contribution plan in the world with over 3.6 million participants and assets over \$200 billion.

The Agency has a staff of approximately 70 employees located in Washington, D.C., who assist the Executive Director in carrying out the policies set by the Board members for investment, administration, and management of the TSP. The Agency has seven primary departments: Office of Finance, Office of Investments, Office of the General Counsel, Office of Product Development, Office of External Affairs, Office of Automated Systems, and Office of Participant Services.

This position serves as the Executive/Administrative Assistant to the Director of the Office of Automated Systems (i.e, the Chief Information Officer (CIO), the Deputy CIO for Applications, and the Deputy CIO for Operations; these three positions make up the OAS Management Team. This position is responsible for providing secretarial services as well as coordinating and carrying out various activities in support of the assigned office.

Major Duties:

The incumbent performs executive secretarial support and administrative and clerical assistance to the OAS Management Team functions such as: Receives all correspondence and prepares correspondence for Director's signature and maintains related files and records. Also logs, tracks, and clears correspondence for the Director's signature. Sets up meetings and conferences for the Director's staff, establishing mutual times and places. Coordinates and executes clerical and administrative activities in support of meetings and conferences. The incumbent also edits and proofs written communications and recommends changes, taking into consideration the subject matter. Provides functional supervision of the clerical assignment control point to distribute and monitor priority or rush clerical assignments among Office of Automated Systems staff; develops and implements procedures and practices for operation of clerical control functions and monitors controlled. The incumbent assumes, in the absence of the Director, the responsibility for ensuring that requests for action or information which would normally receive the Director's attention are made known to responsible staff personnel who can satisfy the request. Monitors resulting activities for the purpose of briefing the Director. Decides whether important or emergency matters should be brought to the Director's attention when the Director is absent but accessible. Remains cognizant of the Director's views on current issues and programs in order to provide accurate, timely responses to programmatic inquiries, and advice to the Director regarding procedures, reports, requirements, and related matters. Carries out timekeeping duties for the Director. Makes airline and hotel reservations for trips taken by the OAS Management Team or office staff. Screens visitors and callers to the OAS Management Team's office. Exercises exclusive control over the Director's appointments with complete authority for commitments of time. Schedules appointments and makes commitments for the Director to attend meetings without prior approval. Personally handles requests for information. Oversees use of word processing equipment to ensure that clerical support staff is trained and machines are used efficiently. Follows up on projects resulting from conferences to ensure that schedules are met and reports progress to the OAS Management Team. Provides guidance on and/or oversees the preparation of correspondence for the OAS Management Team. Prepares in final form letters, memoranda, and reports with responsibility for sentence structure, format, grammar, and spelling. Assists Agency's records officer in keeping all records for Office of Automated Systems. Performs other duties as assigned.

Qualifications Required:

All qualification requirements, including selective factor must be met by the closing date of the announcement.

To qualify for the GS-08: One year of specialized experience equivalent in level of difficulty and responsibility to at least the GS-07 level.

To qualify for the GS-09: One year of specialized experience equivalent in level of difficulty and responsibility to at least the GS-08 level.

Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the position to be filled. Specialized experience for this position includes but is not limited to performing a variety of clerical and administrative support duties in an office environment including preparing and reviewing correspondence, using office software such as word processing, database management and spreadsheets, making travel arrangements and preparing travel vouchers, procuring office supplies and equipment, maintaining files and disposing records.

This position requires 40 words per minute typing ability; you must state your current speed and error rate on your application.

A written test is not required.

These qualification requirements are condensed from the Office of Personnel Management (OPM) Operating Manual "Qualification Standards for General Schedule Positions" which is available in Federal Human Resources offices for review. More information regarding OPM qualification requirements can be found at <http://www.opm.gov>

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and to the extent to which your application shows that you meet the knowledge, skills, and abilities associated with this position as defined below. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, and the sensitivity of the issues you handled, etc. Competitive candidates will be rated to determine whether they meet basic qualification requirements and whether they are Best Qualified. Non-competitive candidates will be rated to determine whether they meet basic qualification requirements. Best-qualified candidates will be referred to the selecting official for consideration. Failure to submit a narrative response to the KSA's may negatively affect your rating for this position.

Knowledge, Skills and Abilities Required:

1. Ability to handle, with diplomacy, tact, and effectiveness, the many diverse matters directed to the Director's office under varying degrees or urgency.
2. Proficient in operating a personal computer and using software applications for e-mail, word processing, spreadsheet, database, and web-based applications.
3. Knowledge of office and operational procedures such as filing, maintaining and disposing of records, distribution of mail, ordering of supplies and equipment, making travel arrangements, and using and completing forms.
4. Ability to communicate orally and in writing.

Benefits:

Pay is only part of the compensation you will earn working for the Federal Government. We offer a broad array of benefits programs and family friendly flexibilities to meet the needs of you and your family. Here are some of the highlights:

- Our health insurance program is a nationally recognized model that offers you choice and flexibility along with a substantial employer contribution to premiums. You can pay your share of premiums as well as your out-of-pocket costs with pre-tax dollars.
- Our leave policy provides ample time to take care of your personal, recreational, and health care needs. In addition to 10 paid holidays every year, you will accumulate 13 days of sick leave each year and additional days of annual leave (vacation).
- Our 3-part retirement program includes a Social Security benefit, a 401(K) type plan, and a defined benefit component based on years of employment and salary history.
- You are able to choose among several options for life insurance coverage for both you and your family members.
- We offer the largest group long-term care insurance program in the country. As a new employee, you may be eligible to enroll by answering just a few simple questions. You can also tailor your benefits package to your own needs.

Other Information:

If selected below the full performance level, promotion up to the full performance level may be made without further competition. However, promotion(s) will depend on the performance of the incumbent and are not guaranteed.

This vacancy announcement may be used to fill similar positions within 90 days.

All applicants must be a United States citizen.

The Hatch Act Reform Amendments of 1993 (Public Law 103-94) prohibit individuals from requesting, making, transmitting, accepting, or considering political recommendations (as defined in 5 U.S.C. 2202) in effecting personnel actions.

How to Apply:

The following forms are required:

A. **Application/Resume:** You must submit a resume, OF-612, Optional Application for Federal Employment, or any other written application form, such as a Federal style resume. Your application must contain the following information:

1. Vacancy announcement number (FRTIB-DE-07-013);
Full name, Social Security number, mailing address, day and evening telephone numbers, and country of citizenship;
2. Educational information -- including the name, city, and state of colleges or universities you attended, as well as your majors and the type and year of any degrees;
3. Information about your paid and nonpaid work experience related to this position, including job titles, duties and accomplishments, ending salary, employers' names and addresses, starting and ending dates of employment (month, day, and year); supervisors' names and phone numbers and whether or not we may contact your current supervisor; and
4. Other qualifications related to this job, including job-related training courses completed, certificates, and licenses. You may also note any job-related honors, awards, and special (job-related) accomplishments, but do not send documents (e.g., letters of commendation, newspaper clippings).

B. Narrative Statement addressing each of the KSA's- including experience (paid and unpaid), education, training, awards, and/or self-develop activities as related to each.

C. A copy of a recent SF-50, "Notification of Personnel Action", that indicates Federal status, grade, tenure, and type of service. (Federal Employees Only)

D. Copy of your most recent annual performance appraisal (from either the Federal or private sector).

DD-214 & SF-15: Those eligible under the Veterans Employment Opportunities Act of 1998 (VEOA) **MUST** submit documentation (DD-214 and/or SF-15) to establish eligibility under this program. (Please note: An SF-50, Notification of Personnel Action, showing veterans' preference will not be accepted as proof of entitlement.) The SF-15 is available in Federal Human Resources offices or on the OPM website at www.opm.gov/forms.

Special Employment Programs: Applicants applying based on eligibility for a special employment program/authority such as VRA, Severely Disabled, 30% or more compensably disabled veterans, or Peace Corp returnees **MUST** submit documentation (e.g., DD-214, SF-15, Vocational Rehabilitation certification/medical documentation) to establish program eligibility. (Please note: An SF-50, Notification of Personnel Action, showing veterans' preference will not be accepted as proof of eligibility for any veterans programs.) The SF-15 is available in Federal Human Resources offices or on the OPM website at www.opm.gov/forms.

CTAP/ICTAP: Applicants applying under CTAP or ICTAP **MUST** submit proof of eligibility under 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of your most recent performance rating, and a copy of your most recent SF-50 (Notification of Personnel Action) showing your position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

How to Submit your Application:

All application documents submitted must be received in the human resources office no later than close of business on the cut-off date. Your application may be hand-delivered, mailed, or faxed to:

National Business Center
Human Resources Operations Branch
1849 C Street, NW, Room 2735
Washington, DC 20240

Fax: 202-208-3184

It is against the law to use Government franked envelopes to submit applications (18 USC 1719).

Application materials will not be returned. Do not submit original documents that may be needed in the future.

For additional information about this position, please contact:

Office of Human Resources
Phone: 202-208-3448

Your application contains information subject to the Privacy Act (P.L. 930-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.